



LCERT

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LCERT

POLICIES AND PROCEDURES

Policy 100- Authority

A. PURPOSE

The policies and procedures herein supersedes any prior policies, procedures, practices and guides pertaining to the same topic in part or whole. The purpose of this provision is to acknowledge that this set of policies and procedures cannot address every set of circumstances for every type of operation that members of Lowcountry Community Emergency Response Team, herein referred to as "LCERT", will encounter. They are intended to provide a framework for members to follow during "typical" operations.

B. AUTHORITY

These policies and procedures are referred to in the most current edition of Roberts Rules of Order as "Standing Rules" and shall fall directly subordinate to LCERT Constitution and Bylaws. As the Constitution and Bylaws of LCERT states, these polices have been developed and implemented by the Executive Committee for the safe, effective, and efficient operations of LCERT. In case of any conflicts between these policies and procedures, and the Constitution and By-laws, the Constitution and Bylaws will prevail.

C. ASSUMPTION

Failure to follow these Policies and Procedures will result in disciplinary actions according to Policy 202, Disciplinary Procedures. While every reasonable effect has been made to ensure these polices or procedures are complete and accurate, circumstances will arise on occasion that will require officers and/or on-scene members to make decisions that vary from, or are not adequately addressed by these policies and procedures. However, LCERT members must understand they are expected to follow these policies or procedures and should be cleared through CERT Command or the senior ranking officer.



POLICIES AND PROCEDURES

Policy 101- Standards of Conduct

A. PURPOSE

The purpose of this policy is to maintain proper order and professional standards within the organization of LCERT.

B. CODE OF ETHICS

The attitude and conduct of LCERT members, whether administrative, support, communications, or operations, must reflect a sincere dedication to serving the public at all times. Each member is expected to always perform to the best of their ability and their morale and ethical standards must be beyond reproach. It is a requirement to possess pride in appearance, knowledge, and ability to perform a member's respective function. All efforts ultimately will ensure our basic objectives as referenced in LCERT Constitution and Bylaws, article II, Section 1.

C. ATTITUDE WITHIN ORGANIZATION

LCERT members shall conduct their private and professional lives in such a manner as to avoid bringing discredit upon LCERT.

D. CONDUCT TOWARDS THE PUBLIC

LCERT members shall take appropriate action to preserve and maintain the life of all injured persons and take reasonable action to protect their property as well. LCERT members shall be courteous and orderly when dealing with the public and perform their duties with professionalism, remaining calm regardless of provocation to do otherwise.

Upon request, LCERT members are required to supply their name in a courteous manner. Any complications with members while on a scene will be referred to the Executive Committee for action. LCERT members may not seek the influence or intervention of any person outside of LCERT for purposes of personal preference, advantage, transfer, or advancement. Complaints will be forwarded in writing to the appropriate officer for action in accordance with in Policy 203, Complaint Procedures.

E. FORBIDDEN ACTIVITIES

The following activities are prohibited:

1. Public displays of affection by uniformed LCERT members on missions, LCERT property.



2. Possession of illegal weapons
3. Possession or use of unauthorized licit drugs, illicit drugs, or alcoholic beverages on LCERT property or LCERT vehicles/vessels in accordance with Policy 105, Drugs and Alcohol.
4. Sexual activity, regardless of consent, on LCERT property.
5. Pornography will not be permitted on LCERT property.
6. Personal acceptance of gratuities, gifts, loans, fees or any other item of value where there is any direct or indirect connection between the gratuity and LCERT.
7. Use of Berkley, Charleston or Dorchester communications equipment or property for personal use or the sale or transfer of illegal drugs, stolen property, or any other illegal activity which is classified as a criminal act.
8. Photographing, videotaping, recording, or otherwise preserving evidence of or from any site to which LCERT has responded for any reason not specifically authorized by the officer in charge at the site to which LCERT has responded.

F. FIREARMS

Possession of firearms at LCERT events will be limited to law enforcement officers only. Concealed weapons will not be allowed at LCERT events at any time. Concealed weapons can be secured in personal vehicles when responding to a mission, but they are NOT approved for carry during missions or while conducting any LCERT sponsored activity.



POLICIES AND PROCEDURES

Policy 102 – Performance of Duty

A. PURPOSE

The purpose of this policy is to ensure members of LCERT adhere to the highest of standards while performing LCERT duties.

B. RESPONSIBILITY

All members available for response for any given situation, should respond where practical. This applies primarily to disaster, mass casualties, or special rescue/medical response situations. Members shall respond to the directions of their superiors at all times. All duties required by competent authority shall be performed as directed, notwithstanding the general assignment of duties and responsibilities expected by each member.

C. CHAIN – OF- COMMAND

All LCERT members are required to follow the proper Chain – of – Command. Regular members will report to and take directions from their leaders, whether appointed or elected.



POLICIES AND PROCEDURES

Policy 103 – Privacy Policy

A. PURPOSE

The purpose of this policy is to preserve and ensure the privacy of members of the public, outside agencies, LCERT and its members.

B. GUIDING PRINCIPLES

LCERT members shall not reveal LCERT information about any individual LCERT members outside the organization except as approved through the Director or his/her designee. Information contained in member data records, reports, and other information shall not be released to the public. Business discussed at Executive Sessions will be protected. All interactions with the media will be handled through the Director or his/her designee. Information or reports will not be given out by phone.

C. PRIVACY at an LCERT Event

LCERT members shall not discuss victim information with insurance investigators, attorneys or others without permission from the proper authority. All victim inquiries should be directed to the agency having jurisdiction. No information pertaining to victims may be released to anyone outside of the immediate mission. LCERT members will protect the confidentiality of victim information that has been entrusted to them at all times.



POLICIES AND PROCEDURES

Policy 104 – Sexual Harassment

A. PURPOSE

The Purpose of this policy is to provide an environment free from sexual harassment for all LCERT members. Sexual harassment will not be tolerated and if it does occur, those responsible face serious consequences including potential termination of membership.

B. COVERAGE

This sexual harassment policy covers all members of LCERT. If a complaint against another LCERT member is proven accurate, that member will be subject to disciplinary actions in accordance with Policy 202, Disciplinary Procedures.

C. CONDUCT OF ALL LCERT MEMBERS

All LCERT members are to conduct themselves in a manner that does not constitute sexual harassment of a fellow member or anyone else.

D. DEFINITION

Sexual harassment between individuals of the same or opposite sex is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature by any LCERT member constitutes sexual harassment when:

- a. Such conduct has the purpose or effect of creating an intimidating, offensive, or hostile environment.
- b. Such conduct has the purpose or effect of unreasonable interfering with a member's performance; or
- c. Such conduct consists of jokes, comments or any insinuation in a sexual nature creates an intimidating, uncomfortable, hostile, or offensive environment.

E. REPORTING A COMPLAINT

Any member who believes that he/she has experienced or witnessed sexual harassment or related retaliation should promptly report in writing such behavior in accordance with Policy 203, Complaint Procedures and forward directly to the Director/Deputy Director, or if involving the Director/Deputy Director, the next highest ranking Board member of LCERT.



F. RETALIATION

Retaliation by any member of LCERT against another member related in any way to compliance or enforcement of this policy and its procedures is grounds for disciplinary action in accordance with Policy 202, Disciplinary Procedures.

G. FALSE ALLEGATIONS

Failure to substantiate a complaint is not equivalent to a false allegation. However, a false allegation brought forth with malicious intent will subject the complainant to appropriate disciplinary action.



POLICIES AND PROCEDURES

Policy 105 – Drugs and Alcohol

A. PURPOSE

The purpose of this policy is to provide a drug and alcohol-free environment for LCERT members and Tri-county citizens interacting with LCERT members.

B. ENFORCEMENT

It is the responsibility of each LCERT member to read, understand and comply with this policy. Failure to adhere to these policies will result in possible termination of membership.

C. GUIDANCE

While performing LCERT duties, members shall be sober, unimpaired and free from the influence of any alcohol or drugs, which alter one's reflexes, state of mind or ability to safely perform his or her functions. Possession or use of alcohol, illegal drugs or prescription drugs without a prescription while engaged in any LCERT duties is strictly prohibited.



POLICIES AND PROCEDURES

Policy 106 – Personal Appearance & Grooming

A. PURPOSE

The purpose of this policy is to ensure all LCERT members maintain a high standard of professionalism regarding personal appearance and grooming while representing LCERT.

B. MINIMUM STANDARDS

All LCERT members shall comply with the established personal appearance standards while in uniform and/or while representing LCERT. These standards are:

- a. Safety
- b. Neatness
- c. Cleanliness
- d. Professionalism

C. ENFORCEMENT

It is the responsibility of each LCERT member to read, understand and comply with this policy.

D. HAIR

Hair will be neat, clean and present a groomed and professional appearance. Long hair must be secured in such a manner that there is no possibility of the hair contacting a victim in the normal course of duty. In no case will the bulk or length of hair interfere with the safety and performance of the job, or proper fit or use of protective equipment.

E. HAIR ORNAMENTS

Hair ornaments, such as ribbons, pins, combs, barrettes, etc. shall only be worn as necessary to control the hair and to provide safety for the member.

F. FACIAL HAIR

Moustaches and beards shall not interfere with the performance of the job, or proper fit or use of protective equipment.

G. COSMETICS

Cosmetics shall be used conservatively while in uniform. Fragrances, if worn, shall be subtle and conservatively applied. If there is a safety concern with fragrance while



performing LCERT activity, the LCERT member should raise the concern with the Incident commander.

H. JEWELRY

Earrings, bracelets, necklaces, rings and other jewelry shall not interfere with safe operation or activity.

POLICIES AND PRODEDURES

Policy 107 – Uniforms

A. PURPOSE

The purpose of this policy is to establish standards for uniforms that may be worn by members of LCERT. LCERT members constantly work in full view of the public and side by side with full-time professional agencies. It is vital that the members present a professional image and appearance.

Only uniforms specified within this policy are authorized. Exceptions may only be granted by the Executive Committee.

B. SPECIAL SAFETY CONSIDERATIONS

This policy does not specify or address safety gear, personal protective equipment, or related supplies; this will be decided on a case-by-case basis.

C. ENFORCEMENT

It is the responsibility of each LCERT member to read, understand, and comply with the Uniform Policy.

D. UNIFORM

The LCERT program is composed of trained volunteers that may be called upon to perform duties with advanced notice. A member must wear his/her appropriate uniform while performing duties/training as an LCERT member.

There are three types of uniform approved by the Executive Committee: Approved uniforms are as follows:

- a. Dress Uniform (Class A)
- b. Field Uniforms (Class B)
- c. Casual Uniform (Class C) Regular service clothing: LCERT T-shirt, khaki pants or shorts, blue jeans with no rips and tears. Appropriate LCERT headgear and footwear (closed toed) for event.



E. ISSUING OF UNIFORMS

The county-run CERT programs shall issue a green CERT t-shirt at successful completion of the CERT training program. Other portions of the “uniform” are expected to be provided by the LCERT member. Individual members may purchase approved uniform articles not supplied by the CERT. Members are expected to keep their uniforms clean, in good repair, and presentable.

POLICIES AND PRODEDURES

Policy 108 – Discrimination

Federal and state law prohibits discriminations in employment on the basis of race, color, religion, sex, national origin, protected disability, and age. LCERT supports these federal and state laws and prohibits discrimination within the organization and if it does occur, those responsible will face serious consequences including potential termination of membership.

Any person who believes that he/she has experienced or witnessed discrimination should promptly report such behavior in accordance with Policy 203, Complaint Procedures and forward directly to the Director/Deputy Director, or if involving the Director/Deputy Director, the next highest ranking Board member of LCERT.



POLICIES AND PROCEDURES

Policy 200 – Testimonials & Press Releases

A. PURPOSE

The purpose of this policy is to ensure that LCERT is represented in a proper and respectful manner regarding the public and any outside organizations.

B. TESTIMONIALS

LCERT members shall not permit their names or photographs to be used to endorse any product or service or in any commercial or testimonial which allude to their position or association with LCERT without permission from the Executive Committee.

C. INTERVIEWS OR PRESS RELEASES

Before agreeing to interviews with the press or any news media, the interviewer should be instructed to clear the request through the Director or his designee. As a courtesy, the appointed County Liaison may be notified. LCERT members approached at the incident site will direct the interviewer to the PIO on-scene.

In any interview, the LCERT member should only report facts, and not speculate on any information, nor should they offer opinions on causes, outcomes, etc. We specifically should not respond to any requests for personal or victim information. Such information requests should be referred to local agencies on-site.

D. SEALS AND LOGOS

The use or displaying of LCERT insignia, seal or logo for other than LCERT purposes shall be approved by the Executive Committee prior to the use or display of said items.



POLICIES AND PROCEDURES

Policy 201 – Member Personal Records

Member data records are created at the time an application is submitted for membership and are maintained by the LCERT Secretary. Information may consist of, but not limited to, legal name, residing address, phone number and email, etc.

Because of the need to contact members on a regular basis, a preferred phone number and email address is supplied by each LCERT member. Under no circumstances are phone numbers to be given out to non-members, unless it is for official LCERT business.

It is the responsibility of members to ensure that any changes to phone numbers, email addresses, or other personal information is provided in a timely fashion to the Secretary.

LCERT member personal information should be treated as confidential information. Only the Secretary and the Director should have access to the full set of information. A system for electronic back-up of this information shall be maintained to ensure continuity of the information.



POLICIES AND PROCEDURES

Policy 202 - Disciplinary Procedures

A. PURPOSE

The purpose of this policy is to establish a fair, consistent, and progressive method of administering disciplinary action to LCERT members as necessary to correct violations of these policies and procedures.

B. DISCIPLINARY ACTIONS

It is the responsibility of each LCERT member to read, understand, and comply with all LCERT Policies and Procedures. LCERT members' failure to follow any policy will be addressed by the Executive Committee and may result in disciplinary actions under this policy.

The following disciplinary actions are listed generally in order, from least to most severe. However, these actions do not have to be implemented in any particular order, all are documented in writing. Any LCERT Board member may issue a verbal warning.

1. Verbal Warning - Serves as a precautionary warning for a member to correct his/her performance or behavior.

2. Written Warning – Serves as a stronger and more formal warning for a member to correct his or her performance or behavior.

3. Suspension – Serves as the temporary dismissal of a member from his or her position with LCERT. Only the Director or Deputy Director (or in their absence, the designated “acting” Director or Deputy Director) have the authorization to enforce a suspension. The length of the suspension may range from a minimum of (1) month to a maximum of (6) months. This should be applied for any violation of Policies 104 or 105.

Once a member has been awarded a suspension, all LCERT owned gear, protective equipment, and radio must be returned to an LCERT Board member. The member can voluntarily provide information to the Board to demonstrate improvement in the area(s) which triggered the suspension.

4. Termination of LCERT membership– A person is no longer a member of LCERT. Members shall be properly notified and dismissed in accordance with LCERT Constitution and Bylaws.



A Certified letter (or other proof of delivery) explaining the disciplinary action will be sent to the member in question which shall constitute “reasonable notice” as required by Article III, Section 5 of LCERT Constitution and Bylaws.

Any member who has been terminated has 15 calendar days to return any and all LCERT property in the same condition as was issued, reasonable wear and tear excepted. The failure or refusal to return all items will entitle LCERT to pursue all remedies available at law or in equity to recover the equipment or the reasonable value thereof. Any attorney’s fees and costs incurred by LCERT enforcing these rights will be the responsibility of the terminated member.



POLICIES AND PROCEDURES

Policy 203 – Complaint Procedures

A. PURPOSE

The purpose of this policy is to provide LCERT members a formal and standardized method of addressing legitimate complaints or concerns.

B. COURSE OF ACTION

All LCERT members having a legitimate concern or complaint shall submit to the LCERT Board a written document which details the nature of the complaint; including relevant dates, parties involved, location, etc.

Any officer who receives a Complaint or Concern should make every reasonable effort to evaluate and resolve the situation in a fair, objective and professional manner. If the officer is able to resolve the situation, she/he should take whatever actions are appropriate and forward those items to the Executive Committee for review. If the officer is unable to resolve the situation, he/she will forward the information to the Executive Committee and seek input on a resolution.

Once resolution has been made, the appropriate officer shall contact the member who filed the complaint and advise them of the resolution. (The specifics of disciplinary actions involving another member will not be provided to anyone. This information is limited to the Executive Committee only).

C. SAFETY CONCERNS

Members should not delay reporting safety concerns in order to prepare and submit written information. Serious safety concerns should be reported to the appropriate person immediately via radio, pager, cell phone, etc. The written report should be completed and submitted as a follow-up.

D. WAIVERS AND EXCEPTIONS

If a member is submitting a complaint or concern that directly involves his/her immediate supervisor, it is acceptable to submit the Complaint/Concern Report to a higher level officer if the member wishes to do so.

The Executive Committee has the authority to waive or make exceptions to any part of this policy for the good of LCERT.



POLICIES AND PROCEDURES

Policy 204 - Expense Reimbursements

A. PURPOSE

The purpose of this policy is to ensure an expenditure by LCERT members are appropriate and provide a timely reimbursement of authorized expenses incurred.

B. AUTHORITY/RESPONSIBILITY

In order for reimbursement, any expense accrued and paid for from the personal funds of any LCERT member must have pre-authorization of the Director of LCERT or his/her designee.

Without authorization from the Director of LCERT or his/her designee, any expenses incurred for any reason will be the sole responsibility of the individual member.

C. RECEIPTS

Receipts are required for expenditures for any reason. Members wishing to be reimbursed for authorized expenses are required to submit receipts directly to the Director of LCERT or his/her designee. They will then forward to the Treasurer for reimbursement to the member.

D. TIMELY REIMBURSEMENT

Once the Treasurer receives the authorized receipt (s), he/she will issue a check payable in full to the member within a timely manner. Reimbursement will typically occur within 30 days after approval.



POLICES AND PROCEDURES

Policy 205 – Injuries & Illnesses

A. PURPOSE

The purpose of this policy is to ensure proper documentation and treatment regarding injuries or illnesses to any LCERT member while conducting LCERT duties.

B. LCERT RELATED INJURIES

Any LCERT member who suffers an injury while conducting LCERT duties will report the incident to the senior officer on-scene, who will notify the Director/Deputy Director or his/her designee. The Incident Commander will see that a “First Report of injury” is completed by the member and forwarded to the Director of LCERT.

C. OCCUPATIONAL Illnesses

In the event that an LCERT member has been exposed to any type of chemical, radiological or biological agent, while conducting LCERT duties, the member will notify the senior officer on scene, who will notify the Director or his/her designee. The LCERT member need not discuss the incident with anyone other than the LCERT officers and the EMS officers. The Incident Commander will see that a “First Report of injury” is completed by the member and forwarded to the Director of LCERT. Follow up of the exposure will be accomplished in accordance with the appropriate protocols.

D. TREATMENT

Treatment for injuries and exposures, beyond the on-site medical services, are the responsibility of the member.



POLICIES AND PROCEDURES

206 – Equipment, supplies and training materials

A. Purpose

The purpose of this policy is to set forth the means and methods by which LCERT shall purchase, store and maintain all equipment, supplies and training materials the organization may have need of or take possession of.

B. Authority/ Responsibility

1. Purchases – Authority for purchases for LCERT shall rest with the Executive Committee or its assigned representatives, such as event leaders, as approved by the Executive Committee. Responsibility for making purchases shall rest with the member(s) who request the purchase. All receipts for purchases shall be turned over to the treasurer in a timely manner. Receipts for minor cash purchases need not be kept if it is beyond the capability of the vendor (eg, food at an event), but a written account should be sent to the treasurer.
2. Storage – Authority for storage of equipment, supplies and training materials shall rest with the Executive Committee which shall approve the use of such facilities as become available to LCERT for storage. The Executive Committee shall have the authority to allow equipment, supplies and training materials to be stored in facilities donated or otherwise made available by members or other agencies, governments or citizens. Responsibility for the storage of equipment, supplies and training materials shall rest with the member(s) who requested the purchase of the items. It is the responsibility of the member(s) who requested the equipment, supplies or training materials to have an appropriate place to keep them. If a member or group of members wants to get a Rescue Randy practice manikin, they must provide a place to keep it, i.e. a storage unit, garage, spare room or warehouse.
3. Maintenance – Responsibility for the maintenance of equipment, supplies and training materials owned by LCERT shall reside with the Executive Committee.

C. Inventory and Identification of Equipment, Supplies and Training Materials

1. An inventory of equipment and supplies purchases by, donated to or otherwise obtained by LCERT shall be maintained by the Secretary of LCERT. The location of the storage will be included in the inventory. From time to time the inventory shall be audited by the Executive Committee to assure of proper storage and maintenance of LCERT equipment and supplies.



2. Identification (marking) of equipment, supplies and training materials as being owned by LCERT shall be at the discretion of the Executive Committee with advice from the member(s) who requested the items.

D. Distribution and Use of Equipment, Supplies and Training Materials

1. Use of LCERT purchased equipment, supplies and training materials shall be appropriate and commensurate with their designed purpose and the purpose for which they were obtained. Use of LCERT equipment, supplies and training materials by other agencies, governments or recognized citizen groups shall be allowed and encouraged with approval of a member of the Executive Committee.

2. Distribution of LCERT equipment and supplies shall be under the direction of the Executive Committee provided the items are in good repair and available. LCERT and its members shall not be responsible for the transportation of any LCERT equipment, supplies or training materials to or from locations of use by persons or agencies other than LCERT.

E. Procedure for obtaining new Equipment, Supplies and/or Training Materials

1. Member(s) shall submit in writing to the Executive Committee the request, which shall detail the item and their specifications where possible, and their cost. This may be done by email.

2. The Executive Committee shall determine if the requested item(s) can be obtained by borrowing from other organizations or agencies. They shall also determine the relevance, need and suitability to the purposes of the LCERT program. They shall also determine if there is space for storage and responsible members to provide maintenance for the requested item(s). These should all be outlined by the applicant in the written request for item.

3. The Executive Committee shall approve or disapprove the request within 30 days of receipt of the request. If approved, the Executive Committee shall determine if LCERT has sufficient funds for the purchase, if funds need to be raised or if this is an item(s) that need to be obtained through a grant or other means.

4. If approved and funds are available through LCERT, the Treasurer shall work with the requesting member(s) to make the purchase in the most advantageous and timely manner possible.

5. Receipts for the purchase shall be turned over to the Treasurer at the earliest possible time

6. The Executive Committee can issue an exemption from provisions of this Policy if in the best interest of LCERT.



POLICIES AND PROCEDURES

Policy 207 – Disposal of Surplus Inventory

A. PURPOSE

The purpose of this policy is to establish a standard by which surplus inventory is identified and disposed of or sold for the organization in a fair and equitable manner.

B. SURPLUS INVENTORY

All surplus inventories are to either be properly disposed or released for sale. Donation of surplus inventory to members is strictly prohibited. Donation of surplus inventory to organizations will be decided on a case-by-case basis by the Executive Committee.

C. AUTHORITY/RESPONSIBILITY

A surplus coordinator will be appointed by the Executive Committee, receive direction and guidance from the Director and /or Deputy Director of LCERT and be responsible for the following:

1. Maintain the surplus inventory of LCERT
2. Advise the Executive Committee of items to be disposed/sold
4. Properly dispose of items approved for disposal.
3. Gather and prepare items approved for disposal

D. COLLECTION OF FUNDS AND RECORDS

All funds collected from the sale of surplus inventory will be forwarded to the treasurer as soon as possible. Copies of all transactions will be forwarded to the Secretary for record keeping purposes.

F. WAIVERS AND EXCEPTIONS

The Executive Committee has the authority to waive or make exceptions to any portion of this policy for the good of LCERT.



POLICIES AND PROCEDURES

Policy 209 - Donations and Fundraising

A. PURPOSE - The purpose of this policy is to establish how LCERT will collect donated funds, services and materials, and how those donations will be managed. It also addresses how fundraising will be conducted on behalf of LCERT.

B. AUTHORITY/RESPONSIBILITY

1. Authority to collect and disperse donated funds and/or property originates from LCERT's Federal status as a 501(c) 3 eleemosynary entity by which donations may be deducted from taxes by the donor. Responsibility for managing all donations shall reside with the Treasurer. The Treasurer shall maintain a list of donors, the amounts or descriptions and value of the donations and the designated purpose of the donation, if any.

2. Authority to conduct fundraising shall reside with the Executive Committee. Members wishing to fundraise shall obtain permission from the Executive Committee by providing a description of the method of fundraising, event where fundraising will take place, persons involved in the fundraising including who will be in charge and the duration of the fundraising. Once the Executive Committee has been provided with documentation about the fundraising effort, they shall either grant or deny permission to carry out the fundraising. Responsibility for each fundraising effort shall reside with the member in charge of the effort. Funds obtained through fundraising efforts shall be turned over to the Treasurer. If the effort was designed to benefit a specifically designated purpose then the Treasurer shall reserve and designate those funds for that specific purpose. Non-designated funds shall be held in the general account for use by LCERT at large.

3. Fundraising Position – In the event LCERT creates a position to handle fundraising that person shall take responsibility for all fundraising efforts and shall grant permission to other members for LCERT related fundraising efforts. The designated member shall undertake all Treasurer's duties related to fundraising with the exception of depositing and assigning funds to the proper account.

C. DONATIONS

1. Donations of funds, services or supplies to LCERT shall be considered as "at-large" donations to the organization to use as it sees fit unless otherwise designated by the donor. Donations that are designated for a specific purpose, or donations of property that have specific or obvious purposes, shall only be used for the purpose specified by the donor or consistent with their intended purpose. If it is impossible to put a donation



to its intended, designated use, an alternative purpose may be designated with written approval of the donor.

2. Donations to LCERT must be approved by the Executive Committee if (a) they include restrictions on how the donation is used by LCERT, or (b) if the donation is material which LCERT must take legal title to.

3. Regional Donations – Donations obtained by an area specific group of LCERT members shall be designated by the Treasurer for the use of that specific group unless the donor has designated it for use by LCERT at large. The Treasurer shall release donated funds designated to a specific group of LCERT members to the authorized representative of that group with written application for the funds

D. GRANTS

1. Authority/ Responsibility

a. Authority – Authority to apply for grants shall reside with the Executive Committee. The Director of LCERT shall be the signatory authority for any and all grants applied for by the organization.

b. Responsibility for applying for grants shall reside with the Executive Committee. The Executive Committee may appoint an LCERT member to act as grant writer for the organization and be responsible for complying with the requirements of the grant.

2. Funds Obtained by Grants – Grant funding is usually one of two types. Either the grant is for the enrichment of the organization as a whole or it is for a specific purpose. Grants obtained by LCERT shall be designated and used for the purpose they were granted.



POLICIES AND PROCEDURES

Policy 301 – Appointments and Committees

A. SPECIAL OFFICER/TEAM ASSIGNMENTS

The Director of LCERT shall appoint Special Officers, liaisons or teams to be formed to address specific needs of LCERT. Members assigned to these roles shall follow all requirements for regular or active members. The Executive Committee will consider individual skills when forming any special assignments.

Those appointments may include, but are not limited to:

1. Disaster Animal Response Team
2. Rural SAR/Swift Water rescue Team
3. Ham radio Officer
4. Surplus Inventory Officer
5. Parade Team
6. Incident Commander
7. Teen CERT

The approved teams shall have the authority to establish their own written policies and procedures that members will follow in order to participate on that team. These policies shall be presented to the Executive Committee for approval and will be made Appendices to the Policies and Procedures Manual. Any teams formed by LCERT must also comply with the LCERT Constitution, Bylaws and Policies and Procedures.

B. COMMITTEE ASSIGNMENTS

The Director of LCERT shall appoint members to serve on designated committees to assist in the management of the daily operations of LCERT. Each committee shall have one chairperson designated by the Director of LCERT and work under the guidance and authority of the Executive Committee.

Each committee should have a written charter defining committee objectives, membership, activities, etc.

Those committees may include, but are not limited to:



1. Training / Special Team Units/ Communications
2. Constitution/Bylaws/Policies and Procedures

3. Membership/Fundraising /Awards and Nominations
4. Structure and Chain of Command

The Executive Committee will approve any Standing committees.

POLICIES AND PROCEDURES

Policy 302 – Record Retention and Destruction

A. PURPOSE

This policy will eliminate accidental or innocent destruction of critical documents and records. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance with any applicable legal requirements. It will also assist in the orderly transfer of knowledge and information when personnel change roles within LCERT

B. RECORD RETENTION AND DESTRUCTION

This Policy identifies the record retention responsibilities for members of the Executive Committee, Officers and LCERT members for maintaining and documenting the storage and destruction of the organization’s documents and records.

- a. Paper or electronic documents indicated in the following table will be transferred and maintained by the appropriate member of the Executive Committee, or other members specifically assigned to maintain these records;
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation and
- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.



The following table indicates the minimum requirements for document retention. This is based on generally accepted practices and in some cases legal requirements.

Type of Document	Minimum Requirement
Audit reports, and follow-up action plans	Permanently
Bank statements and reconciliations	3 years
Checks (for important payments and purchases)	Permanently
Contracts executed by LCERT (expired)	7 years
Contracts (still in effect)	Contract period
General Correspondence	2 years
Correspondence (legal and important matters; defined by the Secretary)	Permanently
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices for significant purchases	7 years
Key LCERT documents – Constitution, bylaws, and Policies and Procedures	7 years
Personnel files	7 years
Tax returns and worksheets	Permanently
Withholding tax statements	7 years
Training Records of LCERT members	3 years, or as long as they are active
Minutes of LCERT Committee/Project meetings	3 years



Type of Document	Minimum Requirement
Agendas and Minutes of LCERT Executive Committee meetings	Permanently
Records of historical significance for LCERT	Permanently
Other documents identified by the Executive Committee	7 years

C. AUTHORITY/RESPONSIBILITY

The Executive Committee shall assign responsibilities for maintaining necessary records to appropriate LCERT members, based on their roles and responsibilities.

D. ELECTRONIC RECORDKEEPING SYSTEM

The Executive Committee shall identify a process/system for archiving LCERT records in a reliable and cost-effective manner.

POLICIES AND PROCEDURES

Policy 303 - Duties of Officers

A. PURPOSE – The purpose of this section is to enumerate the duties and responsibilities of the LCERT Executive Board and any other committee chairs or officers as the Executive committee creates.

B. DUTIES OF THE DIRECTOR

1. The Director shall be the Chief Executive officer of the organization, have charge of membership and Executive Committee meetings, have signing authority for entering into contracts, making purchases, signing checks for the emergency disbursement of funds over \$2,000, and be the spokesperson for the organization unless a Public Information Officer has been assigned.

2. The Director shall have authority over the general management and direction of the organization and be responsible for implementation of policies of the Executive Committee.

C. DUTIES OF THE DEPUTY DIRECTOR

1. The Deputy Director shall serve in place of the Director during the Director’s absence and shall succeed to the office of Director for the remainder of their term should the Director vacate the office for any reason.



2. The Deputy Director shall have such powers and duties as may be assigned by the Director and/or Executive Committee.

D. DUTIES OF THE TREASURER

1. The Treasurer shall have charge and be responsible for all funds, securities, receipts and disbursements of the organization. He or she shall deposit all funds and securities of the organization in such banks and depositories as shall be designated by the Executive Committee.
2. The Treasurer shall be responsible for maintaining adequate financial accounts and records in accordance with generally accepted accounting practices, preparing and filing all tax returns as required by law and performing all duties incident to the office of Treasurer.
3. The Treasurer shall present to the membership annually the financial statements of the organization and to the Executive Committee at each regular EC meeting. Financial reports shall be open for questions by the Executive Committee and membership and shall be approved by vote to be included in the minutes of each such meeting.
4. The Treasurer shall be responsible for all fundraising efforts and accounting of all funds obtained through fundraising.
5. The Treasurer shall develop and present to the Executive Committee an annual operating budget for approval.
6. The Treasurer shall also perform other duties as may be assigned by the Executive Committee.

E. DUTIES OF THE SECRETARY

1. The Secretary shall be the secretary for all meetings of the Executive Committee and the Quarterly LCERT meetings. The Secretary shall keep and preserve the minutes of all such meetings permanently, either in hard copy or electronic form, and make copies available to members on request.
2. The Secretary shall present the minutes of the previous Quarterly meeting to the membership at least one week prior to the next regularly scheduled meeting of that group. Executive Committee meeting minutes shall be presented to EC members one week prior to their next regularly scheduled meeting.



3. The Secretary shall ensure that all reports, statements and other document required by law of the organization are properly filed and in general perform all other duties incident to the office of Secretary.
4. The Secretary shall also perform such other duties as assigned by the Executive Committee or the Director.

F. TEEN CERT COORDINATOR

1. The Teen CERT Coordinator shall have charge of the Teen CERT Explorer program in the Tri-County area (Berkeley, Charleston and Dorchester) and shall direct the activities of the program in accordance with the rules and regulations established for that group and in accordance with BSA (Boy Scouts of America) guidelines, policies and procedures regarding Explorer Posts.
2. The Teen CERT Coordinator shall be a registered Lead Advisor in accordance with BSA policies and procedures. A copy of their registration with BSA shall be kept on file with the Secretary of the organization.
3. The Teen CERT Coordinator shall report on the activities and membership of the Teen CERT program to the Executive Committee at their regular meetings and to the membership at the annual meeting of the organization.



DOCUMENT CONTROL PAGE

Version 1.0 – pre-existing version

Version 1.1 – updated by Constitution, Bylaws and Policies and Procedures Committee on 4/19/2017 – extensive revisions; major re-write of most of the P&P documents

Version 1.2 – modified Policy 107 on Uniforms, based on input from the Board on 5/17/2017

Version 1.3 – added Policies 209, 302 and 303; minor modifications per agreement at 4/4/2017 P and P Committee meeting

8/19/2017